

CD distribution, attendance, and evaluation form letter

The following pages contain a form letter you may use to report the number of CDs you have distributed, the number you expect to distribute, how you will distribute them, and an Evaluation Form for the project. It is very important that you complete and return these forms via fax or post to David Visher, by September 12, 2005. These are the measure of our success that the USDA needs to justify the project.

David Visher
FACTS
2230 Lassen Place
Davis, CA 95616

FAX (530)758-2429

ON YOUR LETTERHEAD

Date

Inside address

Dear Regulatory Compliance Education Project Partners,

We gave _____ CDs with the AgComplyIT tool to growers and others who attended the September 8th workshop.

(Note if your workshop is on a different date or if you will hold one next year. If you introduced the Project with the DVD and the CD to a smaller group of Ag leadership, please say something about that.)

During the nest 12 months, we expect to distribute _____ more CDs by _____ (say how and to whom).

Some growers will access the tool at our suggestion by downloading it from the Web site or using it in our offices or at the SBDC office.

Feel free to call me with any questions or concerns you may have.

Sincerely,

(Original signature)

NAME AND TITLE

CONTACT INFORMATION

REGULATORY COMPLIANCE EDUCATION PROJECT EVALUATION

On a scale of 1-10, with 10 being the best, please rate the following:

PUBLICITY AND PR

Statewide publicity ____

Local calendar announcement ____

Local Press Release ____

Attendance as result of either of the above ____

PARTNERSHIP SUPPORT

Help from statewide collaborators; CDFA Community Colleges, FACTS, USDA Risk Management Agency ____

Help form local partners, other Ag Commissioners, Small Business Development Centers, Cooperative Extension ____

Materials to help with workshop, press releases, mock letters, facilitator's guide ____

Ordering and shipping of CDs ____

Email/electronic communications ____

DVD AND AGCOMPLYIT CD

DVD:

Ease of use ____

Clear instructions ____

Usefulness in the immediate future ____

Long term usefulness ____

CD/AgComplyIT:

Ease of use ____

Clear instructions ____

Usefulness in the immediate future ____

Long term usefulness ____

PLEASE USE THE REVERSE FOR OTHER COMMENTS